## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 04/21/15 CLOSING DATE: 04/30/15 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN ASSISTANT - EFA SCDC POSITION #: 012985

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: NO

LEVEL: A SALARY RANGE \$ 026139 - \$ 041400 SCEIS POSITION #: 61019228

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY
RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY
BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

## AGENCY PREFERRED QUALIFICATIONS:

AN ASSOCIATE'S DEGREE AND ONE (1) YEAR OF BUSINESS, PERSONNEL, CLERICAL OR PUBLIC ADMINISTRATION EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND THREE (3) YEARS RELEVANT EXPERIENCE.

## DESCRIPTION OF DUTIES:

UNDER THE DIRECTION OF THE SCHOOL LEADER, ASSISTS THE EDUCATION
DEPARTMENT AT THE INSTITUTION. COMPILES AND PREPARES INFORMATION
REQUIRED FOR RECORDS AND REPORTS AND MAINTAINS STUDENT RECORDS/FOLDERS
COMPLETES CLERICAL TASKS AS ASSIGNED. MONITORS STUDENT TESTING AND
ENROLLMENT. ENTERS DATA IN VARIOUS COMPUTER SYSTEMS AND DATABASES.
TRACKS STUDENT TRANSFERS TO RECEIVING SCHOOL AND MANAGES STUDENT
FOLDERS ACCORDINGALY. COMPLETES MEMOS, LETTERS AND REPORTS AS
NECESSARY AND DISTRIBUTES ACCORDINGLY. EFFECTIVE COMMUNICATION SKILLS
AND THE ABILITY TO MAINTAIN A POSITIVE RAPPORT WITH STUDENTS AND
STAFF ARE REQUIRED.

## COMMENTS:

MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING